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*WSS*  
*SS/NPIC-315-61*  
*11 May 1961*  
*o/d file*

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**MEMORANDUM FOR:** Chairman Building Planning Staff,  
2215 Quarters I

**THRU:** Building Planning Officer/DDI

**SUBJECT:** Request for CIA/NPIC Detachment in the  
new CIA building to be a "Secure Area".

**I PROBLEM:** Alter construction prior to completion for the CIA(NPIC) space allocation on 5th floor, CIA Langley building so that space will constitute a "Secure Area". This is in order to meet a change in requirements. The area when completed will accommodate certain existing secure document control center areas presently located in the DDI, DDP and DDS components.

A savings will be realized by the centralization of a number of existing control centers requiring secure areas. A savings will also be made if construction of the "Secure Area" can be accomplished prior to completion of the existing plans by making minor adjustments.

**II SUMMARY:**

A. At a meeting held 5 May 1961 for the Control Officers of existing centers within the DDI and DDP components it was agreed that there would be a centralization of certain of these centers in the new Langley building. The vault area 5'x10' originally intended for use by only CIA(NPIC) was determined inadequate for use by all center customers. The 2100 square feet of space allocated to CIA(NPIC) will barely be adequate to service select center customers of the DDI, DDP, and DDS plus limited document control and requirements personnel.

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1. The only reasonable conclusion is to have the entire CIA(NPIC) area conform to CIA security requirements for a "Secure Area" wherein former control centers might store sensitive systems materials in safe cabinets within the "Secure Area", and to utilize the vaulted area for the open storage of Top Secret Code Word material that is too bulky or complex to be stored in safe cabinets.

2. The only major change in construction would be to substitute a cinder block wall for presently planned floor to ceiling partitions separating CIA(NPIC) space from adjacent office space.

**III RECOMMENDATION:**

A. In order to make the allocated CIA(NPIC) space in the new CIA building at Langley a "Secure Area", it is recommended that:

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E. The "Secure Area" should be completed prior to building occupancy and sales containing the Top Secret Code Word Systems material moved directly to the Center from other existing control centers in the old building.



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TSO/CIA

Approval/Disapproval

Approval/Disapproval

Deputy Director (Intelligence)

Building Planning Officer/DDI

Approval/~~Disapproval~~

Approval/Disapproval

SIGNED

Executive Director, NPIC

C/Physical Security Div/CIA

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MEMORANDUM FOR: Deputy Director, Photographic Intelligence Center, CIA

FROM: Chief, Requirements Staff, PIC

SUBJECT: Utilization of PIC Space in the New CIA Building at Langley

A. Problem

1. To plan for optimum use of the space assigned to PIC in the building at Langley (hereafter referred to as Langley Detachment).

B. Assumptions

1. That the primary use of the Langley Detachment will be to coordinate PIC functions with those of all other agency components.
2. That secondary functions will also be carried out as required.
3. That the space available will be limited to the approximately 2000 square feet presently allotted.

C. Factors Bearing on the Problem

1. Primary Functions

The primary function of the Langley Detachment will be to conduct coordination and liaison with the other components of CIA principally in the following ways:

a. Requirements

All Agency components will be assisted in preparing requirements for PIC and will be given such guidance as they may need toward applying photographic intelligence to their problems. Close liaison will also be maintained by the Langley Detachment with collection *all agencies within CIA* *agencies within CIA* to assure maximum PIC use of all other collection *outgoing requirements.* *sources.*

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b. Staff Representation

The Langley Detachment will be prepared to provide representation on Committees and at staff conferences as directed by the Office of the Director, PIC.

c. Briefings

The Langley Detachment will maintain facilities for briefing of CIA components and ~~distinguished~~ visitors by the Director, PIC or as delegated by him.

2. Secondary Functions

The space available at the Langley Detachment will allow for certain ancillary functions. These would include:

a. Research

*well*  
It might be advisable to allow for at least one assigned researcher at the Detachment to facilitate research in the various registries at Langley.

b. Training

*could provide* *Special*  
The Detachment would offer a good opportunity for ~~small~~ training groups conducted by PIC for Agency personnel.

c. Open Desk Space

*would be* *space*  
It might be advisable to allow at least one desk at the Detachment for personnel from PIC not normally assigned to the Detachment to conduct business at Langley as their needs arise.

3. Other Considerations

a. TALENT Control Centers

At present there are several TALENT Control Centers in the Agency that have more or less complete files of TALENT reports and other PIC produced materials. At the new building there will

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be no need for more than one such center. A decision should be made as to where a registry to TALENT materials will be established. The Chief, DMD has suggested that the most logical answer would probably be to have OCR maintain such a registry. This certainly would seem to be the wisest choice particularly, if it could be located near the Detachment. If this can not be achieved it might be worthwhile to consider having such a registry maintained by the Langley Detachment/PIC. This would impose a considerable space problem upon the Detachment, but next to the OCR suggestion it would probably be the most workable solution. TALENT Control Officers within the other offices would have a cleared safe for storage of documents for their own use but there would be no necessity for duplicate files of TALENT materials as now exists.

b. Clearance Problem

The fact that our Detachment will be located in the OCI area will probably restrict from the office persons not having COMINT clearance. This will mean that we will still be unable to do a complete job of opening the doors for PIC services to all Agency personnel. It raises the question of how we may get to the non-SI cleared employee.

c. Delivery Services

Extremely good communications and delivery should be established between the Detachment and the main building of PIC. For example it should be possible for the Detachment to order and receive a roll of film within two or three hours. This could be achieved by use of a

cleared telephone or telewriter and three deliveries daily. A far better solution may lay in the use of closed circuit TV, facsimile transmission or similar electronic devices if these are feasible, technically and security wise.

**D. Conclusions**

Provisions should be made in the Langley Detachment as follows:

**1. Space**

a. The division of the allotted space as drawn in the attached sketch is adequate for planning purposes. The planning should, however, remain as flexible as possible to allow for adjustments.

b. Conference and reading rooms should be planned where feasible with folding panels because of the limited amount of space and the probable need for varying degrees of clearances.

**2. Equipment and Furniture**

**a. Photographic Presentation Equipment**

Planning for equipment should take into account the advance features being designed for the new PIC building including the viewing equipment under development for PI cells. Considerable thought should be given to making the projection devices both for the briefing room and the smaller individual photography reading rooms as advanced as possible.

**b. Furniture**

Furniture for reading and conference rooms should consist of tables, viewing equipment and chairs. Furniture in the offices will be conventional.

### 3. Staffing

The staffing of the Langley Detachment should include representatives of PIC components rather than a special component such as the former Central Branch. This should insure that the personnel will not lose their identity with the parent organization, its interests and its problems, and thereby bring about a more complete and effective fulfillment of their responsibilities. Assigned personnel should include the following:

<u>NO.</u>	<u>POSITION</u>	<u>DUTIES</u>	<u>GRADE</u>
1	Senior Staff Officer	Supervises the Detachment; Represents the Director, PIC at the Senior Staff level.	14 - 16
3	Requirements Officers	Coordination of PIC requirements both incoming and outgoing; Provide guidance and assistance on uses of photography; general liaison.	11 - 14
1	Researcher	Research	11
2	Secretaries	Clerical, secretarial, and receptionist	5 - 7

NOTE: This staffing does not provide for the maintenance of a reports file or the servicing of Agency components because this function is recommended as an OCR responsibility.

### E. Recommendations

1. That plans be formulated for staffing the Langley Detachment to perform the assigned functions effectively and maintain a continuity of operations.

2. That plans be formulated, by the Technical Development Board, for equipping the Langley Detachment with optimum photographic viewing and presentation equipment.